

Elite Construction and Renovations
Position – Site Supervisor

PURPOSE OF THE POSITION

The Site Supervisor is responsible for running their job sites, coordinating Elite team members, coordinating subcontractors, purchasing/coordinating the purchase of required materials, tracking where their job is at both financially and time wise, and client relations.

RESPONSIBILITIES

Managing job sites/day-to-day operations

Main Activities

- Communicate with clients about renovation via phone and/or email:
 - Discuss any questions/concerns with client about their renovation, provide feedback
 - Discuss change orders required
 - Meet with clients as required
 - When change orders are approved by client, schedule work to begin
 - Notify office of payments that will be collected each day/week
 - Pick up cheques and drop them off to office
 - Resolve conflict
 - Responsible for final walk through of job with owner and client
 - Responsible for completing deficiency list
- Communicate with Elite team members
 - Lead/instruct Elite employees, delegate responsibilities, divide tools each day
 - Track, review, and sign time sheets of employees
 - Schedule labourers
 - Track time sheets of labourers
 - Evaluate employees and provide feedback to owner
 - Ensure team members are wearing Elite clothing
 - Ensure team members are coming to work prepared (with tools)
 - Resolve conflict between employees
 - Responsible for safety of team members
 - Ensure hard hats, steel toe boots, safety harness are worn
- Communicate with subcontractors
 - Organize meetings and get quotes
 - Schedule and coordinate job(s) subcontractors
 - Schedule deliveries
 - Resolve conflict
- Meet with clients, subcontractors, suppliers, as required
- Order/purchase material for job site
- On site decision making
 - Time management – deciding who leaves the job site, who picks up material, who assists the supervisor
- Dump runs
- Job Schedules
 - Responsible for opening and closing job sites each day
 - Doors are locked at the end of each day
 - Work to ensure schedules are kept and jobs are being completed on time

- Update owner if timelines and schedules are not going to be met
- Track costs of job and inform owner if job is going to go over budget
- Ensure you are familiar with scope of work
- Responsible for meeting with city inspectors
- As required, assist the owner in meetings with clients
- Responsible for the maintenance of trailers
- Responsible for the maintenance of trucks
 - Gas in trucks, air in tires, oil in trucks
 - Inform owner if major repairs are required
- Responsible for the maintenance of tools
 - Inform owner if major purchases are required
- Must represent Elite Construction in a professional and responsible manner at all times

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The Site Supervisor must have proficient knowledge in the following areas:

- must be able to act professionally and responsibly with clients, employees, subcontractors and Elite management

Skills

The Site Supervisor must demonstrate the following skills:

- excellent interpersonal skills
- excellent communication skills
- team building skills
- analytical and problem solving skills
- decision making skills
- stress management skills
- time management skills

Personal Attributes

The Site Supervisor must maintain strict confidentiality. The Site Supervisor must also demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- demonstrate sound work ethics